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AGENCY REQUIREMENT

In transmitting classified material by courier, either within CIA or outside the Agency, mail receipts must be prepared for material that is classified above restricted. Logs must also be prepared at places of origin and points of delivery for security purposes.

FORM

Present

Courier Receipt, Form 35-16 is being used for confidential and secret material. As required by Security regulations, incoming or outgoing logs must be prepared on all material and documents classified above restricted. Form 38-14 is used for logging purposes.

Proposed

The form will be prenumbered when printed and will be divided by perforations into three sections. The upper section of the form will be used as an address label and the middle section as the delivery receipt. The lower section which is in duplicate will serve triple functions, as the outgoing log, as the incoming log and as the pick-up receipt.

PROCUREMENT

Form 35-16 is made up in booklet form and is procured through the Building Supply Office stock rooms. Form 38-14 is also obtained from the Agency's stock rooms.

Requisitions will be filled by the Mail Control Section, which will order and stock the forms. A control on the numbers will be maintained, specific series of numbers being assigned each office.

PROCEDURE

The receipt is prepared by hand in duplicate by the sending office. The original is detached from the book and attached with scotch tape to the envelope in which the material is to be transmitted. The envelope is hand addressed to agree with the receipt. Entry is then made on the outgoing log.

The top section of the form will have a gummed back which will be affixed to the envelope in which the material is being transmitted, the address having previously been typed on it. In addition to its use as an address label the top section also serves as a control facility linking the envelope containing the transmitted material to the portions of the form retained by the sender and the Courier Office since all three sections bear a common number.

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PROCEDURE (cont'd.)

When a pick-up is made, the courier signs both the original and the duplicate copies and also indicates the time of the pick-up. The carbon remains in the booklet which is retained by the sending office.

The original is detached from the envelope at the time of delivery and signed by the recipient. The courier carries the receipt back to the Courier Office where it is filed according to the date of origin. At the point of delivery an appropriate entry is made on the incoming log.

At the time of pick-up the courier signs the middle and lower sections of the form and records the time of pick-up. The middle section will be signed by the receiver at the time delivery is made. This section is then detached and returned to the Courier Office for filing by number.

The lower section of the form will be made out in duplicate and will contain sufficient information to serve the logging requirements for confidential and secret materials. The original will be retained in the originating office where it will serve as the outgoing log. The duplicate will be enclosed with the material being transmitted to serve as the incoming log at the receiving point. The original also serves as the pick-up receipt from the courier.

COMPARATIVE FEATURES

Present

1. Each office numbers its receipts as used.
2. Receipts are filed in the Courier Office by pick-up date and thereunder by building to which material was delivered.
3. Office copy of receipt stays in book, therefore receipts must be handwritten.
4. Scotch tape required in attaching receipt to envelope which sometimes mars or results in tearing of the receipt when detaching it.
5. Courier now required to sign the original copy attached to the envelope and the duplicate copy which is retained in the booklet.

Proposed

1. Receipts will be prenumbered and each office assigned a specific series of numbers.
2. Receipts will be filed in numerical sequence which will facilitate sorting and expedite the location of specific receipts as needed to trace lost or misdirected materials.
3. Forms may be typewritten.
4. Receipt will be attached to envelope by means of the gummed back of the address section. Perforations facilitate detaching of receipt upon delivery.
5. Entire receipt attached to outside of envelope will be readily available for courier's signature and will reduce possibility of signing for material he does not pick up.

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COMPARATIVE FEATURES (cont'd.)

6. When transmitting secret and confidential material security regulations require that entrance of each document be made on the incoming and/or outgoing logs. An average of 325 log sheets and 1300 courier receipts are being prepared daily throughout the Agency.

6. The outgoing and incoming logs will be prepared simultaneously by the sending office which will eliminate the need for separate preparation of an incoming log by the receiving office. The original of the lower section of the form will be retained by the sending office as its outgoing log while the duplicate will be enclosed with the transmitted material to serve as the incoming log by the receiving office. Thus, the description of the material at the delivery point will be the same as at the point of origin. The duplicate will also serve as a check list of the envelope's contents on which notations may be made as to the disposition of each document.

With the proposed Mail Receipt serving in place of the incoming and outgoing logs, substantial savings would result in the time required to make the entries on 325 daily logs. It appears likely too, that the receipt will decrease the possibility of failures to prepare logs through oversight or neglect.

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